

**To:** Russo, Rebecca[Russo.Rebecca@epa.gov]; Varcoe, Betsy[Varcoe.Betsy@epa.gov]; Lippincott, Jim[Lippincott.Jim@epa.gov]  
**Cc:** Smith, Paula[Smith.Paula@epa.gov]; Ostrander, David[Ostrander.David@epa.gov]  
**From:** Card, Joan  
**Sent:** Mon 10/19/2015 3:19:29 PM  
**Subject:** RE: Citizen Letters

I'm ok not preparing responses per the yellow, but please raise at GKM LT in case David or Shaun has a different view.

**From:** Russo, Rebecca  
**Sent:** Sunday, October 18, 2015 1:03 PM  
**To:** Varcoe, Betsy; Lippincott, Jim  
**Cc:** Smith, Paula; Ostrander, David; Card, Joan  
**Subject:** Citizen Letters

Here's the list of citizen letters that I have.

Jim, can you add the control numbers please? And can you ensure I am not missing any letters?

I have highlighted in yellow those that I am recommending we close out with no response. Are we all in agreement with that plan?

I have highlighted in pink 3 letters that are not really about GKM, so should be redirected to another Program or Region. These letters simply make mention of GKM, but are not the actual focus of the letters. Jim – please redirect these letters.

I will start drafting responses to the rest this week. The vendor responses will be one generic letter (same letter for all). For the rest of the letters, I will use as much generic language as possible, and will direct to the website as much as possible; however, we may have some specifics to fill in.

Thanks!

Rebecca

Control #	To	From	Letter			Questions	Reply Comm Sent
			or	Letter Email	Letter Dated		

# Citizen Name/Ex. 6

**Citizen Name/Ex. 6**

**Citizen Name/Ex. 6**

# Citizen Name/Ex. 6

Rebecca A. Russo

Region 8 Congressional and Intergovernmental Liaison

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**From:** Varcoe, Betsy  
**Sent:** Friday, October 16, 2015 3:27 PM  
**To:** Russo, Rebecca; Lippincott, Jim  
**Cc:** Smith, Paula; Ostrander, David; Card, Joan  
**Subject:** RE: Citizen Letters

I will finalize the letters using Rebecca's text.

I think whoever is the signer of letters would also be the sender of emails.

**From:** Russo, Rebecca  
**Sent:** Thursday, October 15, 2015 1:19 PM  
**To:** Varcoe, Betsy; Lippincott, Jim  
**Cc:** Smith, Paula; Ostrander, David; Card, Joan  
**Subject:** Citizen Letters

Hi Betsy and Jim,

I will be drafting responses to the citizen letters, but I could use some help on the admin side. I was hoping I could draft the "meat" of the letters and you could put them on the letterhead and input the addressees. Would one of you be able to do that? And then Jim, I'll leave the CMS portion of these letters to you (scanning, uploading and closing them out).

Also, how do we generally respond to email inquiries? An email response from whom?

Lastly,

David and Joan – thoughts on who should sign the letters? Shaun, Martin or David? Many were addressed to either Gina or Shaun.

Thanks,

Rebecca

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